

Appendix I: Nominating Committee Guidelines

A PTA can be no more effective than its leadership. The nominating committee is a special committee that holds the key to a successful PTA. The committee is responsible for presenting the best-qualified nominees for office.

Selection of a Chair

During the first meeting of the committee, scheduled by the Parliamentarian, the committee members elect the committee chair.

Meeting

- The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.
- Alternates do not attend meetings unless they are called to fill an original committee member's place. When the committee meets with an alternate serving, the alternate signs the confidentiality agreement and becomes a permanent committee member.
- Conduct the meetings only with a quorum (a majority of the committee members) present.
- Only committee members can attend the meetings. The committee may invite a consultant, such as the school principal, to advise the committee, but that individual must leave before the discussion.
- Distribute a confidentiality agreement and secure the signatures of all committee members before any discussion takes place.
- Treat all discussions of the committee as strictly confidential. Reveal no names of anyone under discussion until the committee report is released according to established procedures.
- Understand that more than one meeting may be required. After the first meeting, the chair should schedule the date, time, and location of meetings based on the availability of all committee members. Allow sufficient time to study and discuss possible candidates.
- Review all sections of the bylaws relating to the duties of the nominating committee, including the month of the election meeting.

Selection of Nominees

- Review all sections of the bylaws and standing rules relating to executive board member duties.
- Solicit suggestions for nominees from the membership, current executive board members, and staff.
- Give careful consideration to the qualifications of candidates, choosing the best person for each position. Individuals currently serving are not automatically allowed to repeat in that position.
- Ask a committee member being considered for a position to leave the room during the discussion regarding their qualifications. That committee member can be present to discuss other candidates for that office and may vote.
- Contact prospective candidates during the committee meeting, explaining the duties as outlined in the bylaws, standing rules, and as reported by the current executive board members. If you are unsure about a position, ask the parliamentarian for clarification or the person currently serving in the role.
- Prospective candidates for officer positions should be knowledgeable about PTA, be willing to attend training, have enthusiasm for the PTA vision, mission, and purposes, and commit the time necessary for the position.
- Allow a candidate to consider the position before asking for their decision.
- Treat all candidates fairly and consistently.
- Select one nominee for each officer position, and be prepared to state the nominees' qualifications at a contested election. If the committee cannot secure a nominee for a position, it remains "open," and the president calls for nominations from the floor at the election meeting.
- Make committee decisions by ballot and majority vote.
- If a candidate withdraws with more than 7 days remaining before the election meeting, the committee can reconvene, slate a new candidate and post the updated slate. If you are within the 7 day period before the election meeting, the position will remain open and the chair will take nominations from the floor.

Report of the Committee

- Prepare a written report signed by all committee members who agree with the report.
- Publicize the report via regular publicity channels at least seven days before the election meeting for a Local PTA.

- Present the report to the executive board for information only. The committee chair may present the report to the current PTA president, as a courtesy, before presentation to the executive board.
- Present the report at the election meeting. The committee chair usually reads the report.
- Pass the report to the president, who reads the report, opens the floor for nominations, and conducts the elections.
- Ensure that the secretary receives the report along with the signed confidentiality agreements to be included in the minutes of the election meeting.
- Pre-arrange for a member to make the motion to destroy ballot votes (if the election is by ballot).

Election Process

- The Nominating Committee Chair or other designated committee member should be prepared to speak to a slated candidate's qualifications. The slated candidate may speak on their own behalf if they prefer.
- The nominating committee is automatically dissolved after the election has been completed.
- Only a nominating committee member who has not signed the report can nominate from the floor.